

Chapter VII Annual Report (AR)

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VII. Annual Report (AR)

A. Overview

The TSO is responsible to submit the AR to the NHTSA Regional Office. The report describes the accomplishments of the TSO in the fiscal year. The report is due within 90 days after the end of each federal fiscal year (December 31).

The Regional Office uses a standard checklist to review the AR and provides a formal review letter to the TSO. The review assures that the TSO adequately followed specified requirements and procedures in developing the plan, and, compared the goals and performance measures in the HSP to the AR and used the most recently available data to measure state safety performance progress.

B. Federal Requirements

i. Required AR Contents

As prescribed in *23 CFR Part 1200.33, Uniform Procedures for State Highway Safety Programs*, the AR must include the following:

- a. The state's progress in meeting its highway safety goals using performance measures identified in the performance plan. Both baseline and most current level of performance under each measure will be given for each goal.
- b. How the projects and activities funded during the fiscal year contributed to meeting the state's highway safety goals. Where data becomes available, a state should report progress from prior year projects that have contributed to meeting current state highway safety goals.

The AR is also required to include a copy of the *Financial Obligation Closeout Summary, Form HS-217*, for the fiscal year.

Beginning in FY 2010, SHSOs must include a minimum set of performance measures on their HSPs and ARs. The measures were developed by an expert panel including NHTSA and GHSA.

ii. Progress Report

The TSO compiles the information contained in the subgrantee final reports, year-end statistics, and other pertinent information. The AR progress report section includes:

- An overview of the state's crash data, statewide highway safety accomplishments and challenges
- Crash data and trends
- Performance goals and trends
- A summary report by program area describing the results of the completed projects and including a synopsis of:
 - problem statement
 - objectives
 - strategies
 - results
 - future strategies
 - funding source

- Future plans
- Any program income earned or used
- Significant legislative and administrative accomplishments

If funds have been expended on paid media, the state is required to report on the purchase of media with federal funds and its effectiveness in the AR.

If section 2011 funds have been received, a report must be included within the AR pursuant to *23 CFR Part 1200.23* for each fiscal year until all child restraint grant funds are expended. See *Implementing Guidance for Child Restraint Grant Program* for the specific information required to be included in the report.

iii. Financial Obligation Closeout Summary

The financial obligation closeout is a final accounting of all TSO expenditures for the year. As required in the *23 CFR Subpart D – Closeout* and *Part 1200.23*, the financial obligation closeout will include a copy of the final official voucher for total expenses incurred. The following information for expenses claimed in each program area will be identified as follows:

- Program area or project number
- Federal funds obligated
- Amount of federal funds allocated to local benefit
- Cumulative total cost to date
- Cumulative federal funds expended
- Previous amount claimed
- Amount claimed this period
- Special matching rate, if applicable
- The final Highway Safety Program Cost Summary (HS 217)

The TSO Manager is responsible for completing the final NHTSA Form HS 217 or its electronic equivalent and submitting it to NHTSA for approval by December 31 each year.

iv. Optional Ideas

These ideas are not required but examples which are considered by NHTSA to enhance the AR.

- Cover page containing the names of the State, Governor, Governor's Highway Safety Representative, and the Highway Safety Program Coordinator including contact information (name, address, phone, fax, email)
- Table of Contents
- Executive Summary
- Legislative Summary
- Statewide program overview, including information on the highway safety programs and who is involved with administering the programs
- Data in easy to read format such as charts, graphs, or columns showing performance measures and results, and highlighting key information and special selections

- Analysis of key projects describing how they contributed to meeting the State's highway safety goals
- Fiscal overview of obligations and expenditures by program areas with graphs and charts
- List of traffic safety partners and/or groups used in the programs
- Future goals to be reached or targeted (national and/or statewide)
- Discussion of any difficulties which may have affected the full attainment of stated goals

C. AR Development Process Calendar

The TSO develops the AR in accordance with a schedule of activities and assigned responsibilities to assure completion of the AR by the NHTSA deadline. The following table illustrates the AR development process within the TSO.

Table 14. AR Development Process Calendar

Timeline	Activity
October-September	Review subgrantee and TSO progress and monitoring reports to identify significant highlights/accomplishments
November	Develop overview
November	Develop crash data and trends
November	Analyze performance goals and trends
October-November	Review subgrantee final reports and develop a summary for each program area: <ul style="list-style-type: none"> • problem statement • objectives • strategies • results • future strategies • funding source
December	Develop future plans
	Identify program income
	Identify significant legislative and administrative highlights
	Produce final Financial Obligation Closeout (HS-217)
December 23	Assemble AR components for final review and approval by Safety Division Director
December 31	Submit final AR to NHTSA Regional Office
January 1	Distribute copies of AR to the TSO email list including state and congressional legislators (optional) and post on the TSO website